

## **Homeland Security Grant Recipient Eligibility Criteria and Certification**

To be eligible to receive for State Homeland Security Program grant funding, an agency or organization must comply with specific criteria as set forth below. This will help to ensure the state remains compliant with federal requirements and assist the agency in being an integrated part of the state's homeland security system. Evidence of compliance must be submitted, along with an organizational point of contact, according to the procedures outlined in each grant cycle. The Area Liaison can provide direct assistance to the recipient to come into compliance, or by referral to the appropriate resource. The Homeland Security State Administrative Agency (SAA) will determine and provide notification of eligibility, which may include provisional acceptance requiring further action.

### **1. National Incident Management System (NIMS) Implementation**

The U.S. Department of Homeland Security requires that States and Local Governments meet National Incident Management System (NIMS) implementation requirements to be eligible to receive federal grants. The State of West Virginia has interpreted this to include associations, utilities, non-governmental organizations, and private sector organizations among those who must comply with NIMS to be eligible for grant funding.

The recipient must meet or exceed the following:

- a. Create and maintain a National Incident Management System Comprehensive Assessment Support Tool (NIMSCAST) account and answer all questions in the current matrix, including the development of Corrective Action Plans as necessary. Corrective Action Plans will not disqualify an organization from being a recipient.
- b. Formally adopt NIMS as the approach utilized for all incident management. This is evidenced by Proclamation, Resolution, Executive Order, or other document indicating adoption by the recipient's governing body. A copy of the adoption may be requested by the Homeland Security State Administrative Agency (HS SAA).
- c. Utilize all NIMS concepts, as appropriate, including the Incident Command System (ICS), After Action Reports and Improvement Plans for all exercises, and plain language to facilitate open, interoperable communication.
- d. Develop & maintain a current inventory of response/recovery assets using FEMA standard typing definitions. A copy may be requested by the SAA.
- e. Maintain a list of all Memoranda/Statements of Understanding and Mutual Aid Agreements to which the recipient is a party. Copies may be requested by the Area Liaison or the HS SAA.
- f. Certification of course completion of applicable training by at least 70% of personnel who are required to take the IS 100, IS 200 and/or IS 700 training.

### **2. Continuity of Operations Plan**

The recipient must tender a written Continuity of Operations (COOP) plan. The plan must address at a minimum the following elements:

(Additional information concerning these elements may be found in FEMA Continuity Guidance Circular (CGC1) Continuity Guidance for Non-Federal Agencies)

- |                            |                                     |
|----------------------------|-------------------------------------|
| • Essential Functions      | • Continuity Communications         |
| • Orders of Succession     | • Human Capital                     |
| • Delegations of Authority | • Devolution                        |
| • Continuity facilities    | • Reconstitution                    |
| • Vital Records Management | • Test, Training & Exercise Program |

A continuity plan that contains these elements is not necessarily considered a complete plan; rather it demonstrates that significant planning efforts have been undertaken and completed. Written feedback on the plan may be provided by the state COOP Coordinator to the organization which must be incorporated in the plan.

### **3. Training Database Registration**

The recipient organization's training coordinator or another designee must register on the WV DMAPS online training database. To access the database and register, go to <http://onlinelearning.wv.gov/dmapscm6> and click the "Create New User" button. Additionally, the organization should make every effort to have appropriate personnel attend the Homeland Security Exercise and Evaluation Program (HSEEP) course.

### **4. Exercise List and AARs/CAPs**

Recipients must submit information related to exercises in which they have participated since July 1, 2011 including a copy of the After Action Report/Improvement Plan or a list of principal findings of the exercise relative to the organization. If an organization has not participated in any exercise, they should indicate such is the case. Participation in no exercises will not disqualify an entity from receiving grant funds.

9/26/12

## Homeland Security Grant Eligibility Certification

**Agency/Organization:** \_\_\_\_\_

Eligibility Point of Contact: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

I have reviewed the foregoing and certify that to the best of my information and belief, the agency/organization I represent has met or exceeded the eligibility requirements prerequisite to receive Homeland Security Grant funding.

Agency/Organization Authorized Official:

\_\_\_\_\_  
Type or Print Name of Agency/Organization Authorized Official

Title: \_\_\_\_\_

\_\_\_\_\_  
Signature Of Agency/Organization Authorized Official

Date: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

I have reviewed all the foregoing and certify to the best of my information and belief, the agency/organization has complied with the Homeland Security Grant Eligibility Criteria.

\_\_\_\_\_  
Area Liaison or HS SAA Director

Date: \_\_\_\_\_

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